United Nations ST/IC/2007/46

Secretariat

12 November 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2008 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003 and ST/AI/2005/9 of 26 July 2005.

2. The 2008 competitive examination for recruitment to the Professional category is scheduled to be held on 26 February 2008 (written component) and in June/July 2008 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2008 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination. The list of successful candidates unplaced under the 10 per cent quota mentioned above will also be circulated to departments for possible additional placement on extrabudgetary positions or in duty stations with high vacancy rates, in accordance with administrative instruction ST/AI/2005/9.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

* Expiration date of the present information circular: 31 December 2008.

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(a) **Finance**, which covers work such as that of accountants and auditors;

(b) **Information technology**, which covers work such as that of computer specialists, Internet website masters and information technology analysts;

(c) **Political affairs**, which covers work such as that of liaison officers and political affairs officers;

(d) **Public information**, which covers work such as that of information officers and press officers;

(e) **Social affairs**, which covers work such as that of social welfare officers and humanitarian affairs officers;

(f) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, the environment, social statistics, demography and trade.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2007, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2008;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2007 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2008. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Finance**: first-level university degree in accounting, actuarial sciences, auditing, business administration (with evidence of having studied modules in auditing, accounting or finance), finance, management (with courses in accounting, auditing or finance) and international business. Any of the following experiences would be an advantage: two to three year of working experience in a business or

governmental environment in an accounting, budgeting or financial capacity; two to three years of working experience in a management auditing/consulting firm; or two to three years of working experience in an engineering or project management capacity evaluating cost/benefit elements or capital project management;

(b) **Information technology**: first-level university degree in computer science (engineering, programming, software development or theory), information technology, information management, informatics, telecommunications and artificial intelligence. For candidates who have no first-level university degree in any of the above-mentioned fields but have at least two years of professional experience in those fields, the degree may be substituted by one of the following first-level university degrees: electrical engineering, electronics, mathematics, physics, robotics or statistics;

(c) **Political affairs**: first-level university degree in political science, international relations, modern history, peace studies, Asian, African, American, European, Middle Eastern or other regional studies or relevant disciplines;

(d) **Public information**: first-level university degree in communications, journalism, media studies, new media and web design, press and public relations. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization (i.e., political science, international relations, modern history, social science, economics or legal affairs) may be considered, provided that they have relevant working experience in public information as a journalist, television, video or radio producer, website designer, public relations officer or specialist in new media;

(e) **Social affairs**: first-level university degree in sociology, social science, rural development, women's issues, human geography, anthropology, development studies, environmental studies, labour issues, public policy or other relevant disciplines;

(f) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in econometrics, social sciences with a specialization in sociometrics or demography. One to two years of working experience with a national statistical office or one to two years of working experience in the area of environmental, social or economic statistics would be an advantage;

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2008 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2008 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2008, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board by 20 December 2007. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instructions ST/AI/2003/7 and ST/AI/2005/9. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 20 December 2007.

Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:[a] Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of latest PAS: Day: Month: Year:

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Main language (mother tongue): _____

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Finance _____ Information technology _____ Political affairs _____

Public information _____ Social affairs _____ Statistics _____

Duty station: _____

Department/office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Finance _____ Information technology _____ Political affairs _____

Public information _____ Social affairs _____ Statistics _____

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (Ph.D., etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **20 December 2007** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2007/47

Secretariat

31 August 2007

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007**

1. The purpose of the present circular[1] is to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the United Nations Staff Regulations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard to the protection of the privacy of the staff member(s) concerned. This circular covers the period from 1 July 2006 through 30 June 2007.

I. Overview of administrative machinery in disciplinary matters

A. Rules governing the conduct of staff members[2]

2. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and *integrity*" (emphasis added).

3. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular

* The present circular will be in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2006 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51 and ST/IC/2006/48.

[2] For a full overview of relevant provisions, see Secretary-General's bulletin ST/SGB/2002/13, "Status, basic rights and duties of United Nations staff members", issued at the request of the General Assembly. Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can also be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

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manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 101.2 for specific instances of expected or prohibited conduct.

B. Misconduct

4. Article X of the Staff Regulations, entitled "Disciplinary measures", provides in regulation 10.2 that "the Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory". Staff rule 110.1, on misconduct, provides that "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct ... leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct". Similarly, staff rule 101.2 (a) provides that "disciplinary procedures ... may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances". Within these parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371, on revised disciplinary measures and procedures,[3] provides several examples of conduct for which disciplinary measures may be imposed.

C. Due process

5. Where the head of office or responsible officer believes, on the basis of an investigation, that disciplinary procedures may be warranted, he or she refers the matter to the Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case.[4] During the period reported on, preliminary investigations were undertaken by the head of office or his/her designees, or by the Office of Internal Oversight Services, at its own initiative, or at the request of the head of office.

6. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the first step is to notify the staff member in writing of the allegations as well as of his or her right to seek the assistance of counsel. The staff member is given a reasonable opportunity to respond to the allegations. In the light of the comments provided by the staff member, it is decided whether to close the case, to refer it to a Joint Disciplinary Committee for advice or to summarily dismiss the staff member.

7. The Secretary-General has broad discretionary authority in deciding upon an appropriate measure in each case. In most cases, the decision is taken on advice of a Joint Disciplinary Committee as to what measures, if any, are appropriate. However, in cases of serious misconduct, staff members may be summarily dismissed without

[3] See the electronic Human Resources Handbook referred to in footnote 2 above. Also relevant is administrative instruction ST/AI/379 on procedures for dealing with sexual harassment.

[4] The head of administration in a mission refers the case to the Department of Peacekeeping Operations, Personnel Management and Support Service, at Headquarters, which refers the matter to the Office of Human Resources Management if it concurs with the mission.

prior consideration by a Joint Disciplinary Committee, and would then have the right to request review by a Joint Disciplinary Committee afterwards. Referral to a Joint Disciplinary Committee may also be waived by the staff member concerned. All staff members subjected to disciplinary measures ultimately have recourse to the United Nations Administrative Tribunal.[5]

D. Disciplinary measures

8. Staff rule 110.3 provides that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure by the Secretary-General;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for within-grade increment;

(d) Suspension without pay;

(e) Fine;

(f) Demotion;

(g) Separation from service, with or without notice or compensation in lieu thereof;

(h) Summary dismissal.

9. In determining the appropriate measure, every case is decided on its own merits, taking into account the particulars of the case, including aggravating and extenuating circumstances.

E. Other measures

10. Reprimands, written or oral, by a supervisory official are not considered disciplinary measures. Like warnings or letters of caution, they are administrative/managerial, not disciplinary measures. However, they are also important measures to uphold standards of proper conduct and to promote accountability. Where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

II. Summary of cases for which the Secretary-General imposed a disciplinary measure during the period from 1 July 2006 to 30 June 2007

11. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below, indicating the nature of the misconduct and the

[5] Numerous judgements of the United Nations Administrative Tribunal relate to disciplinary measures and show the practice of the Secretary-General for those cases brought before the Tribunal. Digests of these can be found online on the Department of Management iSeek Intranet home page (see "Case and Jurisprudence Digest of UN Administrative Tribunal Judgements").

disciplinary measure(s) imposed by the Secretary-General. The function or other particulars of the staff member are provided only when these played a role as aggravating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

12. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case or when a staff member provides a satisfactory explanation in response to allegations, the case is closed and the staff member considered cleared of the allegations. Cases may also be closed when a staff member retires or is otherwise separated from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the official status file.

A. Abuse of authority/harassment

13. A staff member verbally harassed and physically assaulted a colleague. *Disposition*: fine of six months net base salary; written censure. The staff member was also required to undertake counselling after the advice of a Joint Disciplinary Committee.

14. A staff member became publicly intoxicated and harassed a female staff member. *Disposition*: written censure after waiver of referral to a Joint Disciplinary Committee.

B. Fraud/misrepresentation

15. A staff member altered a signed list of applicants for a vacant post, thereby improperly influencing the recruitment process. *Disposition*: separation from service after the advice of a Joint Disciplinary Committee.

16. A staff member submitted a claim for education grant for a child which contained incorrect information. The staff member had relied on information provided by the child without making independent inquiries concerning its accuracy. *Disposition*: written censure after waiver of referral to the Joint Disciplinary Committee.

17. A staff member knowingly misrepresented his academic credentials on Personal History Profile form submitted to the Administration. *Disposition*: separation from service after the advice of a Joint Disciplinary Committee.

18. A staff member provided another staff member with a United Nations medical certificate to assist the latter to forge medical certificates which would be used by other staff to facilitate their participation in the United Nations Inter-Agency Games. *Disposition*: written censure after waiver of referral to the Joint Disciplinary Committee.

19. A staff member submitted seven forged medical certificates to facilitate the participation of seven staff members in the United Nations Inter-Agency Games.

Disposition: written censure after waiver of referral to the Joint Disciplinary Committee.

C. Theft/misappropriation

20. A staff member attempted to steal a quantity of truck tyre inner tubes from a United Nations vehicle repair facility. *Disposition*: written censure; payment of a fine in the amount of $200; and loss of one step within grade after waiver of referral to the Joint Disciplinary Committee.

21. A staff member diverted fuel from a United Nations tank truck to sell on the black market. When apprehended, he attempted to bribe a local policeman. *Disposition*: summary dismissal.

22. A staff member attempted to steal property on United Nations premises. *Disposition*: written censure; loss of one step within grade; one-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

23. A staff member misappropriated $1,159.00 of the Organization's funds. *Disposition*: separation from service after the advice of a Joint Disciplinary Committee.

24. A staff member engaged in fraud, over a period of three years, by accessing for personal use United Nations vehicles using an identity other than his own. *Disposition*: summary dismissal.

25. A staff member mismanaged various United Nations construction projects, failed to exercise proper control over subordinates, unnecessarily inflated contract estimates, and solicited and accepted a bribe from a local contractor. *Disposition*: separation from service, after the advice of a Joint Disciplinary Committee.

26. A staff member failed to return or account for within the required time frame unused monies advanced to the staff member for disbursement to others. *Disposition*: written censure after waiver of referral to the Joint Disciplinary Committee.

D. Sexual exploitation and sexual abuse

27. A staff member engaged in consensual sexual relations with a local woman in the mission area and gave money to her afterwards for expenses. *Disposition*: written censure after the advice of a Joint Disciplinary Committee.

28. A staff member engaged in sexual exploitation, sexual abuse and sexual harassment of staff members and United Nations Volunteers. The staff member also engaged in abuse of authority by seeking favours and personal benefits from staff members and United Nations Volunteers in exchange for performing official acts, and by seeking to exchange employment or services for sexual favours. *Disposition*: summary dismissal.

29. A staff member used a United Nations computer to send and to receive pornographic video clips and photographs. The staff member also solicited and paid for sexual favours from local women in a mission area. The staff member further

took pornographic photographs of local women, which photographs later became public. *Disposition*: separation from service after the advice of a Joint Disciplinary Committee.

E. Computer-related misconduct

30. A staff member received and widely distributed pornographic video clips and photographs using a United Nations computer. *Disposition*: demotion of one grade with no possibility of promotion for three years after waiver of referral to the Joint Disciplinary Committee.

31. A staff member received and distributed pornographic video clips and photographs using a United Nations computer. *Disposition*: loss of three steps in grade; three-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

32. A staff member received and distributed pornographic video clips and photographs using a United Nations computer. *Disposition*: loss of three steps in grade; three-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

33. A staff member received and stored pornographic video clips and photographs using a United Nations computer. *Disposition*: loss of two steps in grade; two-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

34. A staff member received and stored pornographic video clips and photographs using a United Nations computer. *Disposition*: loss of two steps in grade; two-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

35. A staff member working in information technology used a password to gain unauthorized access to the United Nations e-mail account of another staff member and read that staff member's e-mail messages. *Disposition*: written censure; loss of two steps within-grade increment; one-year deferral of eligibility for within-grade increment after waiver of referral to the Joint Disciplinary Committee.

36. A staff member accessed for over a period of 16 months pornographic material using a United Nations computer. *Disposition*: loss of two steps within-grade and three-year deferral for within-grade salary increment after waiver of referral to the Joint Disciplinary Committee.

37. A staff member accessed a colleague's United Nations e-mail account, copied the colleague's private note and sent it to the colleague's supervisors. At the time of the unauthorized access, both staff members were competing for the same post. *Disposition*: demotion with no eligibility for promotion for three years and fine in the amount of one month's salary after the advice of a Joint Disciplinary Committee.

F. Conflict of interest

38. A staff member engaged in a conflict of interest in connection with a recruitment process. The staff member also acted in an insubordinate and

obstructive manner during the investigation into the matter. *Disposition*: written censure after waiver of referral to the Joint Disciplinary Committee.

39. A staff member working in the procurement area engaged in a conflict of interest by entering into a commercial arrangement with representatives of a United Nations vendor. *Disposition*: summary dismissal.

III. Criminal behaviour

40. Resolution 59/287 requests the Secretary-General to take action expeditiously in cases of "proven ... criminal behaviour" and ensure that all staff of the Organization are informed about the actions taken. The Office of Legal Affairs has advised that criminal behaviour of staff members can be established only by competent authorities of Member States, in accordance with their criminal procedures. That office is aware of two cases during the reporting period where United Nations staff members have been subject to criminal proceedings by competent national authorities of Member States:

(a) A staff member was indicted and arrested for the criminal offence of smuggling a narcotic substance (khat) via use of the diplomatic pouch. The staff member entered a guilty plea for possession of a controlled substance. The staff member is awaiting sentencing;

(b) A former staff member, who had been summarily dismissed for misconduct, was indicted, tried and found guilty of mail and wire fraud, conspiracy and corruption. That individual is awaiting sentencing.

United Nations ST/IC/2007/48

Secretariat

21 November 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of October 2007 reflects a 3.09 per cent movement over the October 2006 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.78 per cent, effective 1 November 2007.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 November 2007, to $2,052 and $1,026 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end-December 2007 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2006/53 dated 4 December 2006, will be in effect until further notice.

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Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	65 265	68 030	70 796	73 561	76 326	79 091	81 857	84 622	87 387	90 152	92 917*
	(Gross pension)	63 339	65 914	68 492	71 069	73 645	76 223	78 800	81 378	83 955	86 531	89 109*
	(Total net)	50 033	51 941	53 849	55 757	57 665	59 573	61 481	63 389	65 297	67 205	69 113*
	(Net pension)	50 033	51 941	53 849	55 757	57 665	59 573	61 481	63 389	65 297	67 205	69 113*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	58 507	60 894	63 390	65 886	68 381	70 877	73 372	75 868	78 364	80 859	83 355*
	(Gross pension)	57 183	59 418	61 654	63 911	66 236	68 562	70 888	73 215	75 541	77 867	80 193*
	(Total net)	45 295	47 017	48 739	50 461	52 183	53 905	55 627	57 349	59 071	60 793	62 515*
	(Net pension)	45 295	47 017	48 739	50 461	52 183	53 905	55 627	57 349	59 071	60 793	62 515*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	52 681	54 785	56 889	58 993	61 177	63 433	65 690	67 946	70 203	72 459	74 716*
	(Gross pension)	51 577	53 599	55 622	57 644	59 668	61 691	63 727	65 832	67 937	70 042	72 146*
	(Total net)	40 984	42 541	44 098	45 655	47 212	48 769	50 326	51 883	53 440	54 997	56 554*
	(Net pension)	40 984	42 541	44 098	45 655	47 212	48 769	50 326	51 883	53 440	54 997	56 554*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	47 434	49 338	51 242	53 146	55 050	56 954	58 858	60 817	62 859	64 901	66 943*
	(Gross pension)	46 532	48 364	50 195	52 025	53 855	55 686	57 516	59 347	61 178	63 009	64 899*
	(Total net)	37 101	38 510	39 919	41 328	42 737	44 146	45 555	46 964	48 373	49 782	51 191*
	(Net pension)	37 101	38 510	39 919	41 328	42 737	44 146	45 555	46 964	48 373	49 782	51 191*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	42 641	44 369	46 097	47 826	49 554	51 282	53 011	54 739	56 468	58 196	59 924*
	(Gross pension)	41 934	43 594	45 254	46 915	48 575	50 235	51 895	53 555	55 216	56 876	58 536*
	(Total net)	33 554	34 833	36 112	37 391	38 670	39 949	41 228	42 507	43 786	45 065	46 344*
	(Net pension)	33 554	34 833	36 112	37 391	38 670	39 949	41 228	42 507	43 786	45 065	46 344*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	38 413	39 916	41 476	43 039	44 603	46 166	47 730	49 293	50 857	52 420*	
	(Gross pension)	37 802	39 306	40 809	42 313	43 816	45 320	46 823	48 326	49 830	51 333*	
	(Total net)	30 378	31 535	32 692	33 849	35 006	36 163	37 320	38 477	39 634	40 791*	
	(Net pension)	30 378	31 535	32 692	33 849	35 006	36 163	37 320	38 477	39 634	40 791*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	34 669	36 027	37 386	38 744	40 107	41 520	42 934	44 347	45 761*		
	(Gross pension)	34 059	35 418	36 778	38 136	39 495	40 854	42 213	43 573	44 931*		
	(Total net)	27 495	28 541	29 587	30 633	31 679	32 725	33 771	34 817	35 863*		
	(Net pension)	27 495	28 541	29 587	30 633	31 679	32 725	33 771	34 817	35 863*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[c]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	70 986	73 519	76 052	78 586	81 119	83 652	86 186	88 719	91 252	93 786	96 319	98 852
	(Gross pension)	68 659	71 022	73 385	75 748	78 110	80 474	82 837	85 200	87 563	89 926	92 289	94 652
	(Total net)	53 980	55 728	57 476	59 224	60 972	62 720	64 468	66 216	67 964	69 712	71 460	73 208
	(Net pension)	53 980	55 728	57 476	59 224	60 972	62 720	64 468	66 216	67 964	69 712	71 460	73 208
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	57 262	60 097	63 130	66 164	69 197
	(Gross pension)	55 983	58 701	61 419	64 169	66 996
	(Total net)	44 374	46 467	48 560	50 653	52 746
	(Net pension)	44 374	46 467	48 560	50 653	52 746
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	50 423	52 605	54 788	56 970	59 153
	(Gross pension)	49 412	51 509	53 605	55 701	57 798
	(Total net)	39 313	40 928	42 543	44 158	45 773
	(Net pension)	39 313	40 928	42 543	44 158	45 773
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	46 261	48 253			
	(Gross pension)	45 408	47 324			
	(Total net)	36 233	37 707			
	(Net pension)	36 233	37 707			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2007

		STEPS											
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	86 771	90 157	93 542	96 928	100 313	103 699	107 084	110 470	113 855*				
	(Gross pension)	83 380	86 538	89 695	92 852	96 078	99 464	102 850	106 236	109 622*				
	(Total net)	64 872	67 208	69 544	71 880	74 216	76 552	78 888	81 224	83 560*				
	(Net pension)	64 872	67 208	69 544	71 880	74 216	76 552	78 888	81 224	83 560*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	80 352	83 504	86 657	89 809	92 961	96 113	99 265	102 417	105 570*				
	(Gross pension)	77 400	80 339	83 278	86 216	89 155	92 094	95 033	98 184	101 336*				
	(Total net)	60 443	62 618	64 793	66 968	69 143	71 318	73 493	75 668	77 843*				
	(Net pension)	60 443	62 618	64 793	66 968	69 143	71 318	73 493	75 668	77 843*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	73 887	76 817	79 748	82 678	85 609	88 539	91 470	94 400	97 330*				
	(Gross pension)	71 374	74 105	76 837	79 569	82 300	85 032	87 765	90 496	93 228*				
	(Total net)	55 982	58 004	60 026	62 048	64 070	66 092	68 114	70 136	72 158*				
	(Net pension)	55 982	58 004	60 026	62 048	64 070	66 092	68 114	70 136	72 158*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	67 341	70 026	72 712	75 397	78 083	80 768	83 454	86 139	88 825*				
	(Gross pension)	65 260	67 766	70 270	72 775	75 280	77 785	80 289	82 795	85 299*				
	(Total net)	51 465	53 318	55 171	57 024	58 877	60 730	62 583	64 436	66 289*				
	(Net pension)	51 465	53 318	55 171	57 024	58 877	60 730	62 583	64 436	66 289*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	62 800	64 907	67 014	69 122	71 229	73 336	75 443	77 551	79 658	81 765	83 872*		
	(Gross pension)	61 118	63 007	64 958	66 924	68 890	70 856	72 822	74 787	76 753	78 719	80 685*		
	(Total net)	48 332	49 786	51 240	52 694	54 148	55 602	57 056	58 510	59 964	61 418	62 872*		
	(Net pension)	48 332	49 786	51 240	52 694	54 148	55 602	57 056	58 510	59 964	61 418	62 872*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	56 472	58 249	60 028	61 933	63 839	65 745	67 651	69 557	71 462	73 368	75 274	77 180	79 086*
	(Gross pension)	55 229	56 936	58 643	60 349	62 056	63 778	65 554	67 330	69 106	70 882	72 658	74 433	76 208*
	(Total net)	43 789	45 104	46 419	47 734	49 049	50 364	51 679	52 994	54 309	55 624	56 939	58 254	59 569*
	(Net pension)	43 789	45 104	46 419	47 734	49 049	50 364	51 679	52 994	54 309	55 624	56 939	58 254	59 569*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	50 338	51 931											
	(Gross pension)	49 329	50 861											
	(Total net)	39 250	40 429											
	(Net pension)	39 250	40 429											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	80 139	82 935	85 730	88 526	91 322	94 117	96 913
	(Gross pension)	77 199	79 806	82 413	85 020	87 627	90 233	92 840
	(Total net)	60 296	62 225	64 154	66 083	68 012	69 941	71 870
	(Net pension)	60 296	62 225	64 154	66 083	68 012	69 941	71 870
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	75 094	77 730	80 367	83 003	85 639	88 275	90 912
	(Gross pension)	72 495	74 953	77 411	79 870	82 328	84 786	87 244
	(Total net)	56 815	58 634	60 453	62 272	64 091	65 910	67 729
	(Net pension)	56 815	58 634	60 453	62 272	64 091	65 910	67 729
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	70 055	72 529	75 003	77 477	79 951	82 425	84 899
	(Gross pension)	67 794	70 101	72 409	74 717	77 024	79 332	81 640
	(Total net)	53 338	55 045	56 752	58 459	60 166	61 873	63 580
	(Net pension)	53 338	55 045	56 752	58 459	60 166	61 873	63 580
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	65 028	67 339	69 651	71 962	74 274	76 586	78 897
	(Gross pension)	63 118	65 263	67 419	69 575	71 731	73 887	76 043
	(Total net)	49 869	51 464	53 059	54 654	56 249	57 844	59 439
	(Net pension)	49 869	51 464	53 059	54 654	56 249	57 844	59 439
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	60 000	62 151	64 301	66 452	68 603	70 754	72 904
	(Gross pension)	58 614	60 541	62 468	64 437	66 443	68 449	70 455
	(Total net)	46 400	47 884	49 368	50 852	52 336	53 820	55 304
	(Net pension)	46 400	47 884	49 368	50 852	52 336	53 820	55 304
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	55 300	57 161	59 022	60 946	62 942	64 938	66 933
	(Gross pension)	54 097	55 885	57 674	59 462	61 250	63 038	64 886
	(Total net)	42 922	44 299	45 676	47 053	48 430	49 807	51 184
	(Net pension)	42 922	44 299	45 676	47 053	48 430	49 807	51 184
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	50 630	52 334	54 038	55 742	57 446	59 150	60 916
	(Gross pension)	49 606	51 244	52 883	54 521	56 159	57 798	59 436
	(Total net)	39 466	40 727	41 988	43 249	44 510	45 771	47 032
	(Net pension)	39 466	40 727	41 988	43 249	44 510	45 771	47 032
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	45 908	47 464	49 019	50 574	52 130	53 685	55 241
	(Gross pension)	45 070	46 566	48 061	49 556	51 052	52 547	54 042
	(Total net)	35 972	37 123	38 274	39 425	40 576	41 727	42 878
	(Net pension)	35 972	37 123	38 274	39 425	40 576	41 727	42 878
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.